

Communities That Care

Community Assessment Training

Preparing a
Community
Assessment Report

Trainer's Guide
(60 minutes)

Module 5

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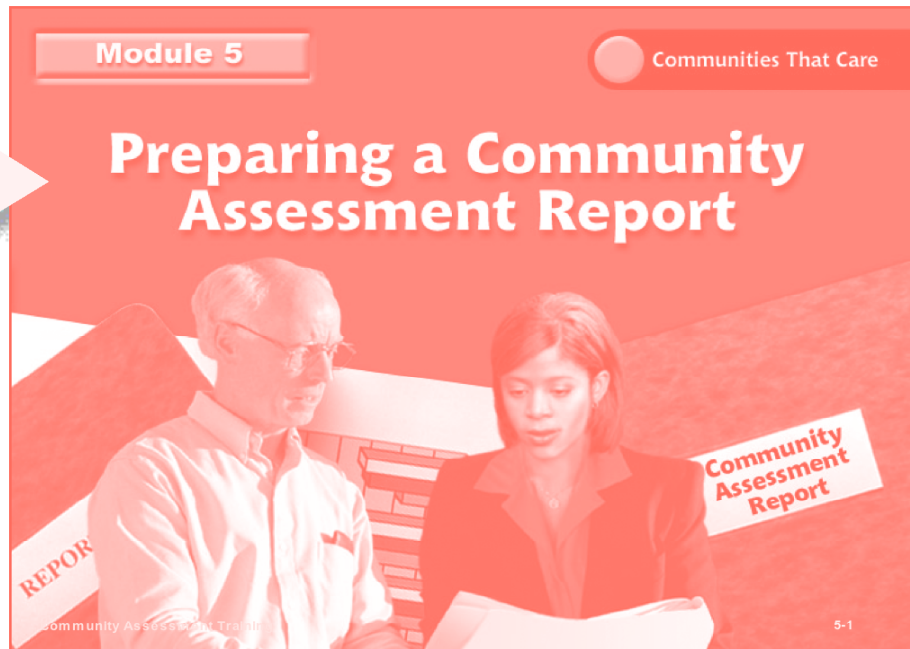
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Module 5

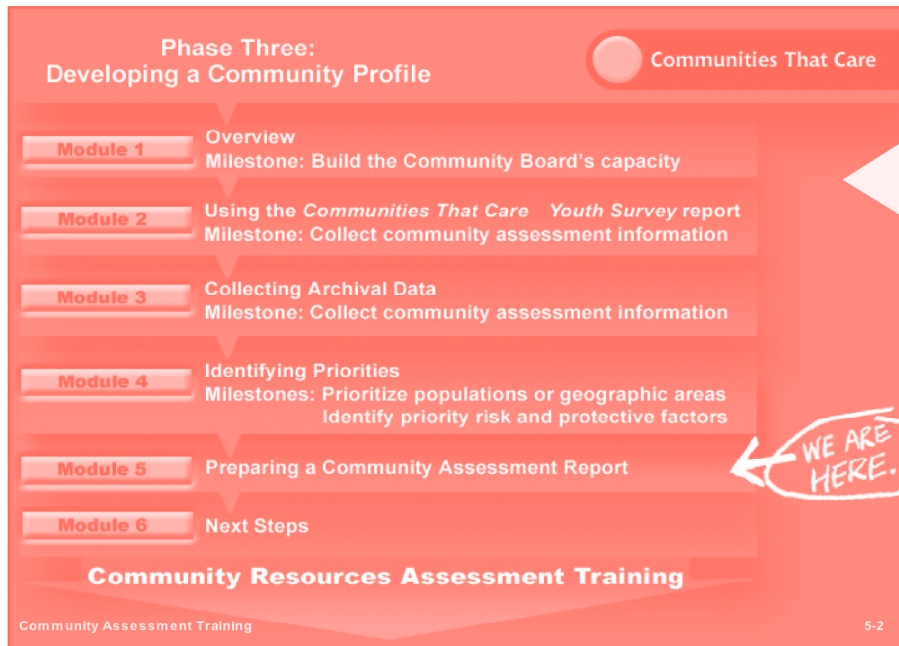


Slide 5-1

Notes



All your hard work collecting and analyzing data about your community will be wasted if you don't communicate the results to stakeholders. In this module, we'll discuss preparing a comprehensive assessment report and a plan for communicating the results of the community assessment to different stakeholders in your community.



Slide 5-2

Notes

Review the modules and milestones.

Module 5



Slide 5-3

Module 5 goal:

Communities That Care

To prepare you to develop and distribute a Community Assessment Report.



Review the slide.

Notes

Objectives

1. Understand the purpose of the Community Assessment Report.
2. Identify potential audiences and uses of the report.
3. Understand how to format and organize the report.
4. Plan how to distribute the report.

Communities That Care

Community Assessment Training

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Slide 5-4

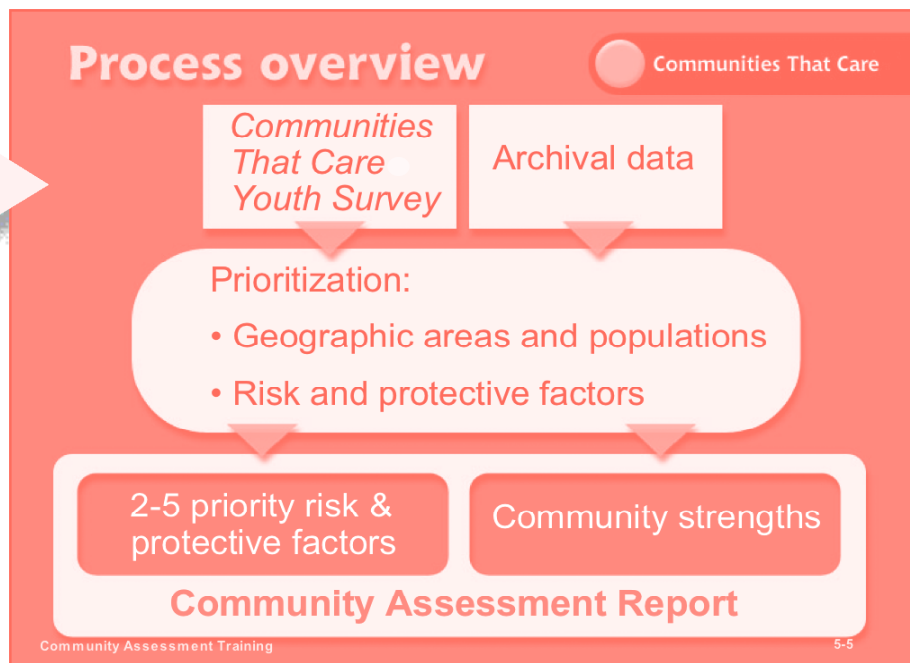
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Review the slide.



Slide 5-5

Notes



The Community Assessment Report is the culmination of your hard work collecting and analyzing data about your community. This report, along with the Community Resources Assessment, will make up the profile of your community that will be used to identify youth-prevention programs and strategies to address your community's needs.

What is a Community Assessment Report?

A summary of your community's risk-factor, protective-factor and problem-behavior assessment.

Communities That Care



Slide 5-6

Notes

Objective 1: Understand the purposes and uses of the Community Assessment Report.

Review the slide.

The Community Assessment Report is a comprehensive report describing the findings on all of the risk factors, protective factors and problem behaviors for which you collected data. The report will highlight the priorities and strengths identified in the assessment process. It will serve as a resource document for communicating the assessment results to different stakeholders in your community.



Slide 5-7

Steps to completing the Community Assessment Report

Communities That Care

1. Identify target audiences and uses.
2. Determine content and format.
3. Determine who will write the report.
4. Submit draft for Key Leader approval.
5. Distribute to stakeholders.

Community Assessment Training

5-7

Notes

Objective 1: Understand the purposes and uses of the Community Assessment Report.

These are the steps to completing the report.

Review each item as you click it onto the screen.



When preparing your report and planning how to distribute the information, it's important to consider who will read the report and how they will use it. In a moment, we'll explore the possible audiences and uses of your community's report.



The next step is to gather all the information you have collected and organize it according to how you plan to report on it. For example, you may have been storing the data by source, but for the report you'll want to organize it by risk factor. This task might be done by the Data Manager or by a small team from the Risk- and Protective-Factor Assessment work group.



The individual or individuals who actually prepare the report need the skills and expertise to write the narrative and format the data.



You may want to distribute a draft of the report to Key Leaders and/or the Community Board for final approval before releasing it to the general public. This enables community leaders to offer suggestions for fine-tuning the report, and to prepare for the public's response to the assessment.



Once the report is finalized and approved, it's time to distribute the information in a format appropriate for each target audience. For example, some users may want the full report, while others will just need an executive summary.

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- *The information in the Community Assessment Report can help bolster support for the Communities That Care effort among Key Leaders and Community Board members.*
- *If your community identified priority areas or populations, the report can help engage leaders and members of these groups in a positive way.*
- *It can help raise awareness about your community's challenges and strengths, and about the Communities That Care effort.*
- *A variety of agencies in your community may be interested in using the report to demonstrate need in grant proposals.*
- *The report is key to developing your community's prevention plan. It will be used by the Resources Assessment and Evaluation work group to identify existing resources that address the priority risk factors. And ultimately, the community assessment data will be used to identify programs and strategies for your community's prevention plan.*



Slide 5-9

Notes

Determine key messages for:

- Key Leaders and Community Board members
- Priority groups
- Community members
- Grant-seeking agencies
- Other *Communities That Care* work groups.

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Community Assessment Training

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Objective 2: Identify potential audiences and uses of the report.

You also need to consider the key messages you want to convey to your intended audiences. What's an obvious key message of the Community Assessment Report? [Community priorities and strengths] That might be a key message you want all readers of the report to get. But there might also be key messages specific to different audiences of the report. For example:



→ *To achieve approval and buy-in of Key Leaders and Community Board members, you may want to send the message that the Communities That Care process is moving forward, that the assessment process was a success and that the information presented is sound. How could you do this? [Answers might include: highlighting the achievements of the Risk- and Protective-Factor Assessment work group; emphasizing the usefulness of the information to the Communities That Care effort; confirming the reliability of the data provided; describing the process used to identify priorities.]*



→ *If you identify priority areas or populations, you will need to engage leaders of these areas or groups in a positive way. A key message for this audience might be that the intention of prioritization isn't to blame or redline, but to focus the community's resources where they are most needed. How could you communicate this? [Answers might include: emphasizing strengths as well as challenges, avoiding language that might imply blame, discussing how the areas/groups stand to benefit by receiving increased resources to address their specific challenges and build on strengths.]*



→ *Discuss the other audiences listed on the slide. Ask participants what key messages they might want to convey to each audience, and how each message could be communicated in the report.*

Activity: Audience analysis

Communities That Care

- Identify all possible audiences.
- Fill in the Audience Analysis Worksheet.
- Present the results.

Community Assessment Training

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Slide 5-10

Notes

Objective 2: Identify potential audiences and uses of the report.

Activity

Audience Analysis

Time: 20 minutes

Instructions:

1. Have participants brainstorm potential audiences of the Community Assessment Report. Make a list on easel paper. (You can start with the list on the previous slide and have participants add any others they can think of, such as schools, the business community, the media, law enforcement agencies, faith communities, foundations and other grantmakers, etc.)
2. Ask participants to break into enough small groups to cover all the potential audiences on their list. Assign an audience to each group.
3. Have the groups fill out the Audience Analysis Worksheet in their guides.
4. After about 10 minutes, ask someone from each group to give a 1-2 minute report-out to the larger group.

Audience Analysis Worksheet

Directions

1. Consider the particular needs and interests of the audience assigned to your group. Discuss and answer the questions below as a group.
2. Select a member of your group to give a 1-2 minute summary of your discussion to the larger group.

Audience: _____

How will this audience use the community assessment data?

What information in the Community Assessment Report will interest this audience most?

What key messages do we want to convey to this audience?

What else do we know about this audience that might affect how they read the report (time demands, lack of experience with statistics, etc.)?

How can we present the information so that it is most useful to this audience and conveys the key message(s) identified above?

Organizing your information

- Gather all data and worksheets used for collection and analysis.
- Group information by risk factor, protective factor or problem behavior.
- Group risk- and protective-factor data by domain.

Community Assessment Training

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Slide 5-11

Notes

Objective 3: Understand how to format and organize the report.

In the next part of this module, I'm going to give you some ideas for organizing your information and formatting the report itself. Keep in mind that there's no one right way to prepare a Community Assessment Report. You should select content and format based on the particular needs of your intended audiences and the key messages you want to convey.

- *The first step in preparing the Community Assessment Report is to gather the information you need. As we discussed in Module 3, all the data should already be stored in a central location. You should also gather any worksheets or other tools you used to analyze the data. These might include the Data Information Form in Module 3 and the worksheets you used to identify priorities in Module 4.*
- *If you've been storing information by source, you may want to group it by risk factor, protective factor or problem behavior now. For example, put all the data on a particular risk factor with all the worksheets used to analyze that risk factor.*
- *Your report will be easier to follow if you group risk- and protective-factor information by family, school, community, and peer and individual domains.*

Module 5



Slide 5-12

Location of worksheets

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Worksheet	Location
<ul style="list-style-type: none">Survey Review and Report-Out	Module 2
<ul style="list-style-type: none">Archival Data Indicators and SourcesData Collection Source WorksheetData Information FormArchival Data Analysis Questions	Module 3
<ul style="list-style-type: none">Prioritization Planning WorksheetRisk Factor/Problem Behavior Data Analysis WorksheetData Analysis Summary WorksheetCommunity Prioritization Worksheet	Module 4

Community Assessment Training

5-12

Objective 3: Understand how to format and organize the report.

Review the slide.

Notes

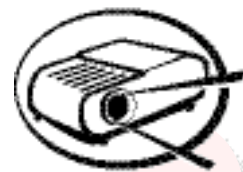
Report organization

Communities That Care

- Cover page
- Executive summary
- Introduction
- Body (detailed findings)
- Conclusion and recommendations
- Appendices

Community Assessment Training

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Slide 5-13

Notes

Objective 3: Understand how to format and organize the report.

This is a suggested basic outline for the Community Assessment Report. We'll look at each section in more detail shortly.

Review the slide.

Again, the exact content and format is up to you. But to give you a better idea of how you might present the information, there is an example of a more detailed outline of a Community Assessment Report on the next page of your guide.

Review the outline on the next page.

Sample Outline

Anytown County Community Assessment Report Outline

I. Executive Summary

II. Introduction

A. The Anytown County *Communities That Care* effort

1. About the *Communities That Care* system
2. Key accomplishments in Anytown County

B. The risk- and protective-factor assessment

1. Goals
2. How the assessment will be used
3. Data collection methods
4. Prioritization methods

III. The Community Assessment Data

A. Risk factors

1. Community Domain
2. Family Domain
3. School Domain
4. Peer and Individual Domain

B. Protective factors

1. Community Domain
2. Family Domain
3. School Domain
4. Peer and Individual Domain

C. Problem behaviors

IV. Conclusion

A. Community strengths

B. Community priorities

C. Next steps

V. Appendices

A. References

B. Acknowledgments

Cover page

- Title
- Prepared by
- Date
- Sponsoring agency
- Other acknowledgments

Community Assessment Training

Communities That Care

**Community
Assessment Report**
Anytown, USA

Prepared by:

Date:

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Slide 5-14

Notes

Objective 3: Understand how to format and organize the report.

Review the slide.



Slide 5-15

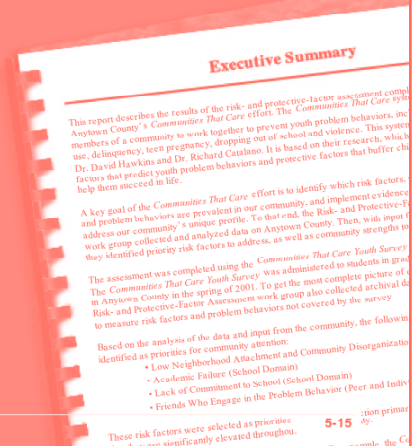
Notes

Executive summary

Communities That Care

Briefly summarize:

- Purpose and use of the report
- Key findings and recommendations.



Objective 3: Understand how to format and organize the report.

Unfortunately, not everyone will have time to read the entire report. The executive summary is a one- to two-page summary that highlights the key findings and conclusions for people who won't read the entire report.

There is an example of an executive summary on the next page of your guide.

Review the sample executive summary on the next page.

Sample Executive Summary

Anytown County Community Assessment Report

October 2002

Executive Summary

This report describes the results of the risk- and protective-factor assessment completed as part of Anytown County's *Communities That Care* effort. The *Communities That Care* system is a way for members of a community to work together to prevent youth problem behaviors, including substance use, delinquency, teen pregnancy, dropping out of school and violence. This system was developed by Dr. David Hawkins and Dr. Richard Catalano. It is based on their research, which has identified risk factors that predict youth problem behaviors and protective factors that buffer children from risk and help them succeed in life.

A key goal of the *Communities That Care* effort is to identify which risk factors, protective factors and problem behaviors are prevalent in our community, and implement evidence-based programs that address our community's unique profile. To that end, the Risk- and Protective-Factor Assessment work group collected and analyzed data on Anytown County. Then, with input from the community, they identified priority risk factors to address, as well as community strengths to build on.

The assessment was completed using the *Communities That Care Youth Survey* and archival data. The *Communities That Care Youth Survey* was administered to students in grades 6-12 in all schools in Anytown County in the spring of 2002. To get the most complete picture of our community, the Risk- and Protective-Factor Assessment work group also collected archival data from public records to measure risk factors and problem behaviors not covered by the survey.

Based on the analysis of the data and input from the community, the following risk factors were identified as priorities for community attention:

- Low Neighborhood Attachment and Community Disorganization (Community Domain)
- Academic Failure (School Domain)
- Lack of Commitment to School (School Domain)
- Friends Who Engage in the Problem Behavior (Peer and Individual Domain).

These risk factors were selected as priorities for prevention action primarily because data indicated that they are significantly elevated throughout Anytown County.

The data also revealed Anytown County's strengths. For example, the *Communities That Care Youth Survey* revealed that students throughout the county are motivated to follow society's expectations and standards. They reported high levels of the protective factor "Belief in the Moral Order" and low levels of the risk factor "Rebelliousness." This is an important area of strength on which to build to help protect our county's youth from the risk of problem behaviors.

This report recommends that the community give particular attention to the risk factors noted above when developing the community's action plan to prevent youth problem behaviors and promote positive youth development.



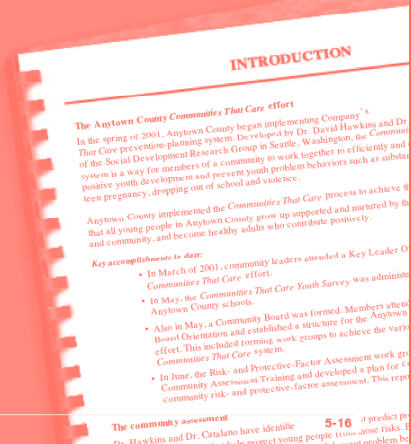
Slide 5-16

Notes

Introduction

Communities That Care

- The *Communities That Care* effort
- The purpose of the report
- The data collection process
- Other relevant information



Objective 3: Understand how to format and organize the report.

- *It's important to place the report in the context of the Communities That Care process. So your introductory section should include a brief description of the Communities That Care effort in your community, the vision statement developed in Phase Two of the Communities That Care process, and how this report will be used as part of the larger effort.*
- *For readers who are unfamiliar with the risk- and protective-factor framework, you may want to give a brief explanation of this approach.*
- *The introductory section should also include a description of the data-collection process and the prioritization process. If you used the Communities That Care Youth Survey, this section might include a brief description of the survey itself and what schools and grades were surveyed. You should also briefly describe your methods for collecting archival data. Finally, describe the process your community used to determine the priority risk factors and strengths.*
- *The introductory section should also include any pertinent background information readers should know. For example, you might want to note any obstacles you encountered in collecting data or explain any data that's missing.*

Review the sample introduction on the next page.

Sample Introductory Section

Anytown County Community Assessment Report

October 2002

Introduction

The Anytown County *Communities That Care* effort

In the spring of 2002, Anytown County began implementing *Communities That Care* prevention-planning system. Developed by Dr. David Hawkins and Dr. Richard Catalano of the Social Development Research Group in Seattle, Washington, the *Communities That Care* system is a way for members of a community to work together to efficiently and effectively promote positive youth development and prevent youth problem behaviors such as substance use, delinquency, teen pregnancy, dropping out of school and violence.

Anytown County implemented the *Communities That Care* process to achieve the community's vision that all young people in Anytown County grow up supported and nurtured by their families, schools and community, and become healthy adults who contribute positively to society.

Key accomplishments to date:

- In March of 2002, community leaders attended a Key Leader Orientation and committed to the *Communities That Care* effort.
- In May, the *Communities That Care Youth Survey* was administered to 6-12th graders in Anytown County schools.
- Also in May, a Community Board was formed. Members attended the two-day Community Board Orientation and established a structure for the Anytown County *Communities That Care* effort. This included forming work groups to achieve the various steps in implementing the *Communities That Care* system.
- In June, the Risk- and Protective-Factor Assessment work group attended the Community Assessment Training and developed a plan for completing the community risk- and protective-factor assessment. This report is the result of that assessment.

The community assessment

Dr. Hawkins and Dr. Catalano have identified risk factors that predict problem behaviors in youth, and protective factors that help protect young people from those risks. By addressing risk and protective factors, communities can help prevent adolescent problem behaviors and promote positive youth development. A key goal of the *Communities That Care* system is for communities to develop a profile of the risk factors, protective factors and problem behaviors in their community, and to develop a plan for addressing the risk factors that are most elevated while enhancing protective factors.

This report represents the first step in that process. The Risk- and Protective-Factor Assessment work group has collected data on risk factors, protective factors and problem behaviors in Anytown County. With input from the community, the work group has identified our community's strengths and the priority risk factors to address in the prevention plan.

Sample Introductory Section cont'd.

Anytown County Community Assessment Report

October 2002

Data collection methods

As noted above, the *Communities That Care Youth Survey* was administered in May 2002. All students in grades 6-12 were asked to participate. The complete results are provided in the Anytown County *Communities That Care Youth Survey* report. In addition, Dr. Hawkins and Dr. Catalano have identified archival data indicators that have been shown to be valid and reliable measures of certain risk factors and problem behaviors that are not measured by the survey, namely Extreme Economic Deprivation, Family Conflict, Teen Pregnancy and School Drop-Out. The Risk- and Protective-Factor Assessment work group collected data from local and state agencies to supplement the youth survey.

How the priorities were identified

The Risk- and Protective-Factor Assessment work group analyzed the data to identify which risk factors are most elevated in Anytown County. This initial short list of priorities was presented to the Community Board, which discussed other considerations, such as the community's ability to have an impact on certain risk factors at this time. By consensus, the Community Board then selected the final priorities for prevention action in Anytown County. Those priorities were presented to Key Leaders for endorsement.

Report overview

The next sections of the report provide detailed information and analysis of the risk factors, protective factors and problem behaviors in Anytown County. The conclusion presents the final list of priorities and recommendations for future action.

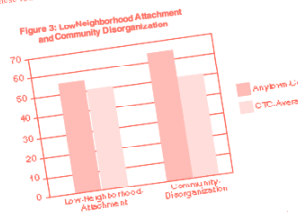
Body

Communities That Care

- Key background information on the community
- Findings on risk factors, protective factors and problem behaviors
- Explanations/interpretations

Risk factor: Low Neighborhood Attachment and Community Disorganization

The Communities That Care Youth Survey revealed that both aspects of this risk factor are elevated throughout the county. As Figure 3 indicates, students reported particularly high scores for Community Disorganization in comparison with the average for the Communities That Care normative population. With a score of 64, Community Disorganization is the most elevated risk factor in comparison with other risk factors in Anytown, CT. For these reasons, this risk factor has been identified as a priority for Anytown, CT.



Community Assessment Training



Slide 5-17

Notes

Objective 3: Understand how to format and organize the report.

The body of the report provides a detailed description of your findings on the risk and protective factors and problem behaviors in your community.

- To provide a context for the findings, you may want to include some background on your community. For example, you might include demographic information, the type of community (rural county, urban center, suburban area), the major industries or employers and the overall economic state of the community.
- Of course, you'll include the data on the risk factors, protective factors and problem behaviors in your community. You may want to first present the priorities and strengths that were selected for community attention, and then describe the detailed findings that led to those conclusions. Or you could present the overall risk- and protective-factor profile and then present detailed findings on the priorities and strengths as part of your conclusions and recommendations.
- Readers need more than numbers to see how you reached your decision. Remember, the priorities are going to help define the direction of your community's prevention and youth development plan, so you want to get support for those conclusions from all stakeholders. The Community Assessment Report should include a narrative that interprets the data and explains how you reached your conclusions about community priorities and strengths.

Module 5



Slide 5-18

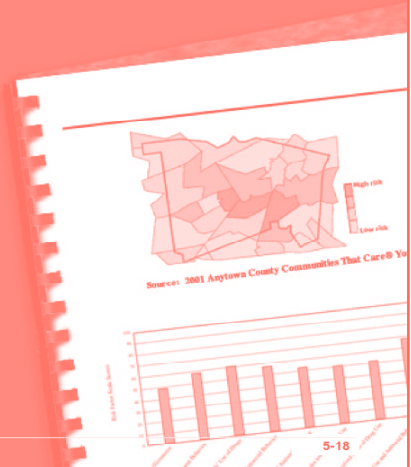
Notes

Be sure to:

Communities That Care

- Use visuals.
- Acknowledge sources for all data.
- Include indicator definitions.
- Provide relevant background information on the data.

Community Assessment Training



Objective 3: Understand how to format and organize the report.

Here are some important things to keep in mind when preparing the body of the Community Assessment Report:

Review each item as you click it onto the screen.



In Module 3, we talked about formatting data to help you make comparisons and interpretations. Displaying the data in tables, charts and graphs will give the reader a clearer picture of what the data means. It's also helpful for those readers who aren't going to read the full narrative, but want to know what the numbers are.



Acknowledging sources lets the reader know that the data came from reliable sources. Be sure to include a source line underneath each table or graph.



For archival data, it's also important to include how the specific data indicator you're reporting on was defined by the source. For example, if you're reporting data on juvenile crime rates, it's important to include information such as what ages the data covered and whether the data included crime reports or actual arrests.



It's also important to explain any factors that may have affected the numbers. For example, if there was a sharp rise in juvenile crime rates in a particular year, and you know that the reporting procedures changed that year, it's important to note that so that readers can better understand what the numbers mean.

On the next page of your guide is a sample page from the body of a Community Assessment Report.

Review the example on the next page and answer any questions.

Sample Page from the Body of a Report

Anytown County Community Assessment Report

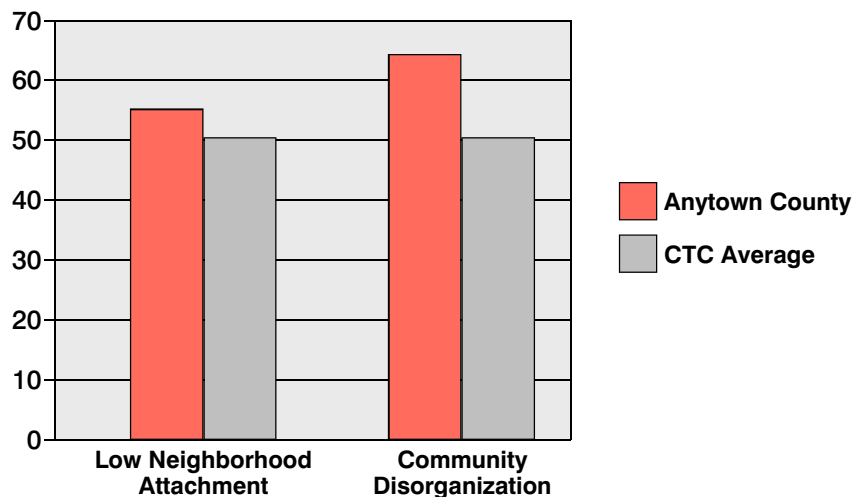
October 2002

Risk factor: Low Neighborhood Attachment and Community Disorganization

The *Communities That Care Youth Survey* revealed that both aspects of this risk factor are elevated throughout the county. As Figure 3 indicates, students reported particularly high scores for Community Disorganization in comparison with the average for the *Communities That Care* normative population. With a score of 64, Community Disorganization is the most elevated risk factor in comparison with other risk factors in Anytown County.

For these reasons, this risk factor has been identified as a priority for Anytown County.

Figure 3: Low Neighborhood Attachment and Community Disorganization



Source: 2002 Anytown County *Communities That Care Youth Survey* report



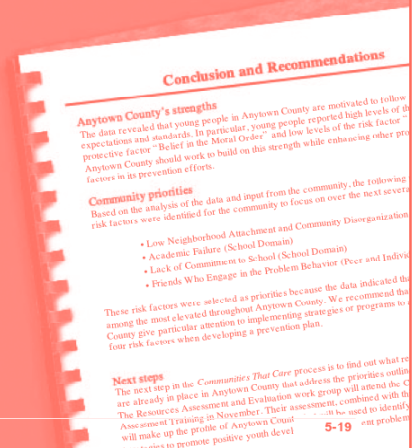
Slide 5-19

Notes

Conclusion

- Summary of key findings
- Priority risk factors and community strengths
- Recommendations for next steps

Communities That Care



Objective 3: Understand how to format and organize the report.

The conclusion of the report should summarize the key findings, including the priority areas or populations and the priority risk factors and strengths, as well as recommendations for next steps. For example, the conclusion might include recommendations on how the Resources Assessment and Evaluation work group can use the information to complete the resources assessment.

Let's take a look at the sample conclusion on the next page of your guide.

Review the example with participants and answer any questions.

Sample Conclusion

Anytown County Community Assessment Report

October 2002

Conclusion and Recommendations

Anytown County's strengths

The data revealed that young people in Anytown County are motivated to follow society's expectations and standards. In particular, young people reported high levels of the protective factor "Belief in the Moral Order" and low levels of the risk factor "Rebelliousness." Anytown County should work to build on this strength while enhancing other protective factors in its prevention efforts.

Community priorities

Based on the analysis of the data and input from the community, the following priority risk factors were identified for the community to focus on over the next several years:

- Low Neighborhood Attachment and Community Disorganization (Community Domain)
- Academic Failure (School Domain)
- Lack of Commitment to School (School Domain)
- Friends Who Engage in the Problem Behavior (Peer and Individual Domain)

These risk factors were selected as priorities because the data indicated that they are among the most elevated throughout Anytown County. We recommend that Anytown County give particular attention to implementing strategies or programs to address these four risk factors when developing a prevention plan.

Next steps

The next step in the *Communities That Care* process is to find out what resources are already in place in Anytown County that address the priorities outlined above. The Resources Assessment and Evaluation work group will attend the Community Resources Assessment Training in November. Their assessment, combined with this report, will make up the profile of Anytown County that will be used to identify programs and strategies to promote positive youth development and prevent problem behaviors in Anytown County.



Slide 5-20

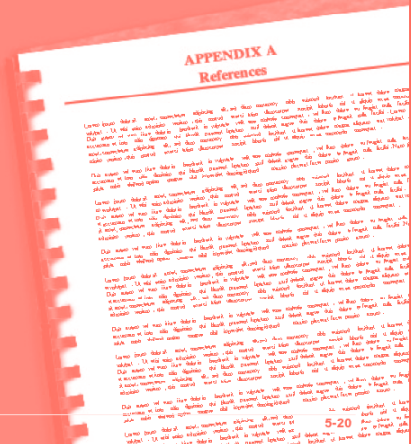
Notes

Appendices

Communities That Care

- References
- Acknowledgments
- Supporting data
- Other relevant information

Community Assessment Training



Objective 3: Understand how to format and organize the report.

Appendices include any supplemental information that may be useful to some readers but is not included in the report itself. For example, appendices might include a list of references, acknowledgments of those who helped complete the risk- and protective-factor assessment, supporting data, or other relevant background information that doesn't belong in the report itself.

Does anyone have any questions about preparing a Community Assessment Report?

Distributing the report

Communities That Care

Audience	Use	Format
Key Leaders	Approval and buy-in	Executive summary
General public	Awareness	News articles (highlights)
Resources Assessment and Evaluation work group	Assess resources	Detailed information
Community agencies	Grant proposals	Detailed information

Community Assessment Training

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Slide 5-21



Notes

Objective 4: Plan how to distribute the report.

Once the report is complete, you need to decide how to distribute it to the various target audiences you identified earlier. When deciding the best way to communicate with different stakeholders in the community about the report, it's important to keep in mind the different interests of audience members and how they will use the information.

- You need the approval and buy-in of Key Leaders to keep the Communities That Care process moving forward. At the same time, they may not have time or the need to read the full report in detail. They may be most interested in the executive summary.
- Most community members won't be interested in reading the entire report—nor is it practical to provide it to them. Remember, your main goal for this group is to raise awareness about the Communities That Care process and about the Risk- and Protective-Factor Assessment work group's findings on the community's priorities and strengths. This may be best achieved through news articles and other public relations techniques. (We'll discuss some ideas for communicating the results to Key Leaders and community members shortly.)
- The Resources Assessment and Evaluation work group, who will use the data to guide their resources assessment, and community agencies, who will use the report to demonstrate need in grant proposals, will need the full report.



Slide 5-22

Notes

Educating the community

Communities That Care

- Key Leaders
 - Executive summary
 - Briefing
- Community members
 - Media relations
 - Community forums

Community
Assessment Report
Anytown, USA

Prepared by:

Date:

Community Assessment Training

5-22

Objective 4: Plan how to distribute the report.

Communicating the results of the community assessment to Key Leaders and the broader community is critical to securing support for the next steps in the Communities That Care process. You should work with the Community Outreach and Public Relations work group to develop multiple methods for educating the community about the assessment results. Here are some ideas:

- Before the report is released to the public, use the executive summary to brief Key Leaders on the assessment results. Hold a meeting with Key Leaders to present the results and identify any potential “hot buttons” that may arise as a result of your report, and plan in advance for addressing these. For example, you should work with Key Leaders to decide the best way to communicate with the leaders of priority areas or populations identified in the report to ensure their support. If possible, have your Champion or another influential Key Leader be part of the team that presents the results at this briefing.
- When the report is ready to be released to the general public, enlist your Champion and/or Key Leaders experienced in working with the media to assist with a press release and press conference. Remember that a picture is worth a thousand words when communicating data to community members. Use easy-to-understand graphs, charts, maps, pictures and other methods to display data. Be sure to highlight community strengths (protective factors that are high and risk factors that are low in your community), as well as areas to work on.
- The more community members understand the Communities That Care process, the more support you will have for implementing the plan. Community forums are one way to educate and update the community about the Communities That Care process and share the assessment results.

Summary

Communities That Care

- Identify target audiences and uses.
- Determine who will prepare the report.
- Present results to Key Leaders.
- Distribute the report to other target audiences.
- Plan media relations and community events to publicize report findings.

Community Assessment Training

5-23



Slide 5-23

Notes

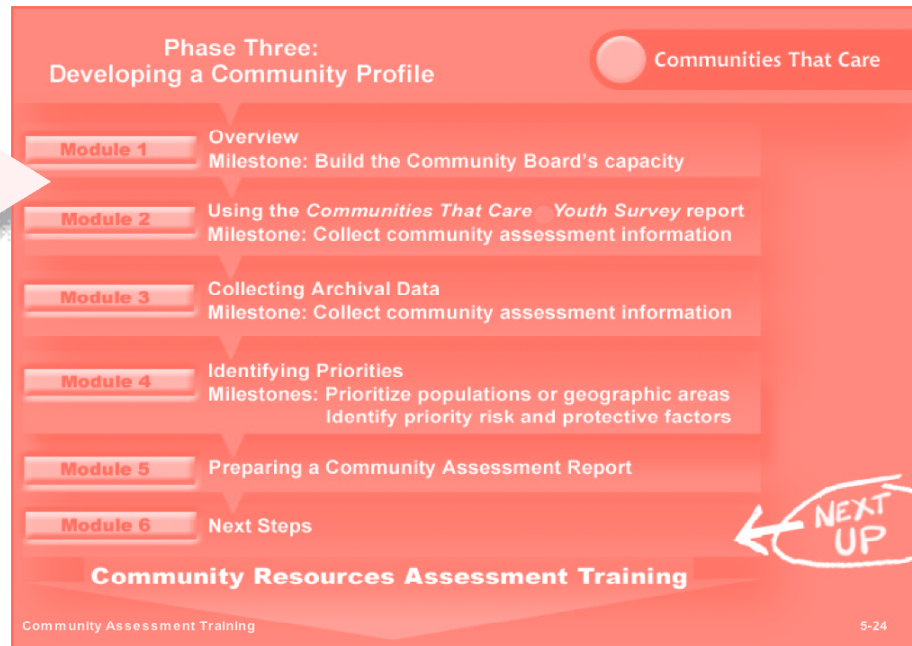
Review the slide.

Module 5



Slide 5-24

Notes



Review the modules and milestones. Let participants know that, in the next module, they will develop a work plan for completing the assessment.